**ACE Learning**



**Job Description and**

**Person Specification**

|  |  |
| --- | --- |
| **Post** | **Kitchen Assistant** |
| **Date reviewed;** |  |
| **Employee Signature** |  |
| **Line Manager Signature** |  |

**Job description:** Kitchen Assistant

**Grade:** Minimum Wage

**Line Manager/s**: Catering and Hospitality Manager

**Purpose of Role:**

To assist in the hygienic preparation, delivery and serving of meals, ensuring the kitchen and equipment are cleaned to a high standard.

**Key Responsibilities:**

* Assist in the preparation, cooking and serving of food.
* Follow food hygiene and cleanliness in the kitchen in accordance with health and safety, food hygiene and COSHH regulations at all times.
* To set up tables and benches for lunch time service.
* To help clear the dining hall after service by wiping and putting away tables and benches, clearing away the scraping table and trolleys, sweeping the floor and washing and hanging up the table cloths.
* To load dishwashers accordingly
* To wash, dry and put away all kitchen utensils used that day.
* To wipe down and sanitise your work area at the end of the day including the dishwasher.
* To empty rubbish bins when needed.
* To help with deliveries when other staff are otherwise busy (i.e. serving).
* To sweep and mop the floors at the end of the day.
* Other general cleaning duties such as wiping down saucepan shelves etc. and adhering to the cleaning rota.

**Confidentiality**

It is expected that all ACE employees ensure confidentiality is maintained in line with agreed policies and protocols.

**Safeguarding**

All ACE employees are expected to comply with Trust policies and procedures relating to safeguarding and undertake annual refresher training.

**Trust Policies**

It is the expectation of all ACE employees that they familiarise themselves with all academy policies and any updates.

**Professional Development**

The postholder will engage in relevant professional development to maintain an up-to-date knowledge of current issues and developments.  This may include attendance of training sessions as specified, both during term time and out of term time.

**Health and Safety**

Health and safety is the responsibility of all employees therefore the postholder is expected to have a good working knowledge of policies and procedures and take effective actions to maintain safe working practices.

This job description is not prescriptive, nor necessarily a comprehensive definition of the post.  As such, it may be subject to amendment, after consultation, to meet the changing needs of the Academy. The postholder will also be expected to undertake such other reasonable duties as requested from time to time by their line manager or executive/senior leadership team.

**Person Specification:** Kitchen Assistant

|  |  |
| --- | --- |
| **Knowledge, Experience and Qualifications** | * Recent school leavers will have evidence of basic educational achievements or qualifications. * New staff will receive induction training from the Catering Manager in food hygiene. * After 3 months, a C2 Award in Food Safety will be completed |
| **Skills** | * Can communicate effectively orally and in writing * Can communicate effectively with pupils and staff. |
| **Personal attributes** | * Team worker * Calm when working under pressure * Willing to try new ideas * Adaptable and supportive of colleagues * Cheerful * Can empathise with children. * Fit and able to work for a whole shift on their feet |